

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040053-5

CONTROL NO.

REPORTS INVENTORY

DDP - 118

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE OF REPORT

STATISTICAL

NARRATIVE

X MACHINE-NAME LISTING

TSD (ALPHA BY PROJECTS)

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

X TSD

25X1

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

4

Bimonthly

4

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

X YES

IF YES GIVE ADP PROCESSING NO.

NO

N/A

C/TSD

Print-Out

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

N/A

N/A

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR

B. COSTS OF COMPUTER PRODUCED REPORTS

									\$631.00
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TOTAL COSTS PER YEAR

\$631.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

IBM print-out.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

X RETAIN AS IS
CHANGE
DISCONTINUE
OTHER (explain)

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY
October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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